

**Architectural Review Board
On-site Meeting
January 12, 2021
Minutes**

MEMBERS PRESENT: Kevin Jayroe, Sally Gillespie, Dwayne Vernon, & Debra Smalls

MEMBERS ABSENT: Lee Padgett, Linda Abate', & Kristina McManus

OTHERS PRESENT: Tracy Gibson, Rev. Dr. Betty Clark, Samuel Coe, Clarence Smalls, & Bobby Evans (Contractor)

- I. **Call to Order**
- II. **Roll Call** (Tracy Gibson)
- III. **Agenda Item:**

1. **Bethel AME Church** is requesting the approval to replace damaged windows. **Tracy Gibson/City Staff** told the Board that this site visit was requested to get more information on the windows requested to be used by Bethel Church. **Mr. Bobby Evans/Contractor** told the Board that he would be installing the replacement windows. The windows will be double hung windows, manufactured by the Simonton Company (*a sample window was onsite*). The current windows are 6 over 6 wood windows, the wood sashes will be removed and will be replaced with the double hung Simonton vinyl windows. The grids will be added to give the 6 over 6 lights. The top and bottom sashes are operational, which will make it convenient for cleaning purposes, Mr. Evans said the Simonton windows are top of the line. The windows that will be installed will be trimmed out on the exterior and any sills that are bad or needs to be replaced will be done at the time of installation, nothing will be done on the inside except caulking. **Mr. Evans** also said the windows are double insulated and it will have Argon gas and are Low E which will help with the temperature of the building. The company does give a lifetime warrantee to replace any defected or damaged windows. **Mr. Vernon** asked what the expense would be for the replacement windows, as a matter of information. **Mr. Evans** said \$15,600.00, which includes the windows and labor. **Ms. Smalls** asked if that would include all windows; upstairs and down. **Mr. Evans** said yes, that would include upstairs and down stairs. **Mr. Vernon** said the windows should have the muntins on the outside of the glasses, and asked if Simonton made a window with that detail. **Mr. Evans** showed a sample, that had a contoured look, but said Simonton did not make the windows with the muntins on the outside of the glasses. **Mr. Vernon** said the windows should be true divided. **Mr. Evans** said he is familiar with the clad windows, however he knows that clad windows eventually have issues, and feels a lifetime warrantee is important for the owner's protection. **Ms. Smalls** stated that the windows that were installed on the other side of the building has the muntins on the inside and outside and are vinyl windows, they were also approved by this Board, she said if the same windows could be bought for this project it would be acceptable. (*The Board took a moment to go back and look at the windows that are in the other building; that were previously approved*). **Mr. Evans** said they can try to get the simulated divided light windows, from Simonton, at a higher price. **Mr. Jayroe** said the Church came before the Board in 2011 at an onsite meeting for the same type windows and were denied, at that time a true divided aluminum clad windows were approved for the other building. Mr. Jayroe also stated the guidelines, "*Muntins sandwiched between layers of glass, snapped-on muntins, and surface-applied muntins are not appropriate and shall not*

be approved". Mr. Vernon said they could use Low E glass as long as it is not colored. **Ms. Gillespie** asked if the windows that were already approved is found through another manufacturer or the manufacturer that they are working with, would they be open to using those windows. **Rev. Clark** said yes. **Ms. Gillespie** said the building is very important to Georgetown and to the Historic District and the building that the replacement windows will be installed is complementary to the sanctuary and the windows should be done to give the same appearance of the existing windows. She mentioned the Methodist Church as an example of replacement windows. Ms. Gillespie said the requested windows would work better in a residential home or a new construction, but most commercial windows are single pane. **Rev. Clark** said they have no issues, their goal is to install windows so they will not get water inside the building when it rains. **Ms. Gillespie** said if the windows that have been approved is used that would solve the issue. **Mr. Vernon** said the building is outside the period of influence and that gives them some leeway, if the window can match or closely match the windows in the breezeway that would be acceptable. He also said there are some flashing and detail work that need to be addressed to fix the issues the Church has. **Mr. Jayroe** said they might want to check the sealing of the brick, to block the moisture. **Mr. Vernon** said it has been his experience that the brick should not be sealed, because the moisture needs a way to exist. **Ms. Gillespie** asked that after a window is selected, that matches the existing, the Board would like to see an example or at least a paper description. **Rev. Clark** asked if all the requirements were for the aesthetics only, because the details of the windows cannot be detected from the street. **Mr. Vernon** said there is a slight shadow line with the exterior grids of the true divided light windows, but the requirements separate the historic district of other areas. **Mr. Jayroe** said the windows that were approved in 2011 is still appropriate today and should be used for this project. *(The contractor or Rev. Clark can send the specs of the windows found to City staff).*

Motion: Mr. Vernon made a motion to approve the request as submitted, with the following changes, the muntins will match as close as possible the 6 over 6 and will be on the interior and exterior of the glasses. Citing Design Standards for Residential Properties; Chapter 3; Section 17.0; page 68 (Windows & Shutters), seconded by Ms. Smalls; the motion carried 4 to 0 by a roll call vote.

IV. Adjournment: With there being no further business the meeting was adjourned.

Submitted By,

*Debra Grant
Board Secretary*